

**Board of Directors Meeting**  
**Thursday, November 15 – Friday, November 16, 2018**  
Ashworth by the Sea, 295 Ocean Boulevard Hampton, NH 03842

**Thursday, November 15**

**Call to Order at 04:43 pm Quorum Established at 4:45 pm – (see end of minutes for attendance)**

- **Roll Call** by at **04:44 pm**
- **Quorum** established 15 of 27 voting members

**Approval of Agenda – President, Stephanie Cruz presented agenda**

- Review changes to agenda to begin meeting Thursday 4:45pm –
  - Moving 9am to 12pm to being at 4:45pm

**Action:** To Approve the agenda –

**Motion by:** **Josh Gagnon** to Approve agenda as amended

**Second by:** **Steve Visco**

**Motion carries, at 4:45 pm - Unanimously**

**Secretary Report – Teri Mann reports out**

- Minutes were sent via email.
- No Questions, No discussion.

**Action:** to Accept **September 2018** Board Meeting Minutes

**Motion by:** **Jessica Coronel** to Accept the **September 2018** Board Meeting Minutes

**Second by:** **Chuck Youn**

**Motion carries, at 04:48am pm 14 in favor 00 Opposed 01 Abstention**

**Treasurer Report – Janelle Humphrey, Reports out- please see written report for full details**

- Refund from US Treasure (352.58)
- 13 Participants for AMLI – First meeting in Maine – Judy Ringer presented. \$750.00 cost
- 1876.00 Travelers Liability Insurance paid
- Incoming State Dues expected to be arriving over the next few weeks
- Stephanie – awareness of travel and need to carpool as much as possible
- Sarah Morrell – Policy and Expenses – re: state Initiatives – seed money to do activity to cover costs and wait for reimbursement. It can hindered states to access to funds and programming - Stephanie will request that the financial committee review this policy – can we advance funds to individual states where State Associations may not be in a position. Jan Meeting will put on agenda
- MA – submitted receipts for an event from last budget year for a state initiative project. State proposal form indicates the need to submit the receipts in a timely manner CC to Treasure – Activity in Retroactively requested fund – for an event held in March/April? The Email Sent to MA from Sarah requested that the receipts be sent by Aug 31<sup>st</sup>. They were received in October. June 2018 Meeting the Board approved that the reimbursement would be made, with the receipts being submitted – They had board members leave and drop this request

Motive: Move that the board approve reimbursement of the MA state initiative receipts.

**Motion by:** **Sarah Morrell** Move that the board approve reimbursement of the MA state initiative receipts

**Second by:** **Steve Visco**

**Motion carries, at 05:13 am/pm -- 13 in favor 01 Opposed 01 Abstention**

**Action:** Accept Treasurers Report  
**Motion by:** **Sarah Morrell** to Accept Treasurer's Report  
**Second by:** **Josh Gagnon**  
**Motion carries, at 05:16 pm -- Unanimously**

**President's Report – Stephanie Cruz - Reports out, please see written report for full details**

- COE Meeting in TX –
- Sitting on following Committees – Conference, Finance, Strategic planning, Alumni, and Trio Achievers
- National TRIO Achievers are looking for nominations
  - Faces of TRIO – on COE – encourage us to participating, profiling different trio alumni – Can be Current TRIO Staff. Deadline tomorrow – but will be able to nominate – ASAP. Promo for Policy and events. Not a lengthy process – quick and easy. Extended another week officially. Site says due NOW
  - Jane Fair Share for Association – did have conference call this week – Monda Kelly and Rick Williams Were all on the call, Fair Share – Last year in NE – Maine and NH were only states to get free reg – Pledge by Feb 15<sup>th</sup> 10/10 or donation to reach 100.00 will put in line for free reg.
    - Numbers Needed for Free Registration:
      - CT – was 5 now to 3;
      - MA was 25 now 23;
      - ME was 19 and Now 20;
      - NH was 12 and now 12;
      - RI was 5 and now 5
      - VT was 10 now 10
- Goal was to attend all state conference - Maine is the only one left. Great to be able to hang out and see how each state does things differently
- Upcoming PD event- Keene State SSS proposal writing event – SSS Submission date Fall 2019/no specific date
- Jane Shared TRIO Alumni who is a state leg/Mayor in RI were tagged. First Generation Celebration – events were held at various location in NE – Share with Tony, Elaine and COE – share with them so that we are able to capture the event and show them that NEOA is out there
- Selina/COE Mentioned Al Philips does Fair Share Calls- looking at does something with TRIO Achiever and Alumni – point person to meet with periodically to capture info and connect nationally.
  - TRIO Achiever - Rick asked how many 8 selected/nominated 50 last years - Cap at 5 this year- Some were held over from years past. Have some nominations already – 11 nominations were submitted from last year and reconsidered for this year
  - Stephanie encouraged to get names ready for nomination
  - Rick – RI 141% of Fair Share

**President-Elect Report – Rick Williams - Reports out, please see written report for full details**

- Getting a lot of support from prior/past presidents – makes this position a whole lot easier
- Getting ready for COE board meeting in Austin TX – Sunday to Saturday
- Working on Strategic plan – sent to board meeting. Contact each of us and where we are on task. We give a lot of state presidents and state liaisons – duties broken down by board position
- Fair Share meeting by phone – need to ensure that the NEOA board is supporting and participating in Fair share. Talk more about how important
- Looking at hotels for 2020 TRIO day – want to get it set and contract prepped – for board to review and vote on

**Membership – Steve Visco reports out, see written report for details if provided**

- Elaine had someone ask to join the listserv who is not a member. Currently there is no requirement to be a member of the Association.
- Will consider that the Newsletter could be posted on the Website

- Institutional membership – Steve has spoken with a couple of states. No real progress. Looking at how many re-numbers are we looking at? Need to set up a call - to prep for Jan meeting to be ready to present to member sin April. We need to get the work done now for April or the next year for Rick

Adjourn for today -

**Motion by Sarah Morrell**- To adjourn.

**Second by: Salina Taylor**

**Motion passes:** unanimously at **5:53 PM**

### **Reconvene Board Meeting Friday November 16, 2018**

**Call to Order at 9:00 am Quorum Established at 09:03 am-** *(see end of minutes for attendance)*

- **Roll Call** by at **09:01 am**
- **Quorum** established 17 of 27 voting members

### **Finance Committee – Melissa Goyait, Absent Thursday/Present Friday**

- Melissa will Check fiscal policy on how it reads re-reimbursement and advanced payments
  - Melissa feels that it is a challenge re- advanced payments and chasing receipts after the fact
  - Chuck states RI doesn't have a budget – and some directors are more savvy as to how to get program and institution money to pay in advance- new staff may not have the skills set or access to that
  - Possibility to create a policy that allows for flexibility and allow for it but not be the norm
  - Will include update in next report for both issues
- Aug/Sept reconciled. Working with Janelle has been great
- Discovered Ameriprise Money Market Account – \$12470.00 in Ramon's Name – will remain in his name until the next process to hand off to new Fiscal Folks
- Shared Spreadsheet – Eastern Bank – needs a statement on one CD – Have not gotten some since 2017 – working on accessing a updated statement
- Change over with Fiscal handoff needing to be at in June Meeting NEAR the Bank - to have all the needed individuals – Pres Elect, Pres, Treasure and Fiscal – to be present at the meeting

### **Past President Report – Jane Kimball Foley – Absent Thursday/Present Friday, please see written report for full details**

- Fair Share – COE does a phone a-thon – Report today to COE Fair Share and what state institutional calls – encourage them the renew those that are coming around again
  - SSS grant writing – is a reason to encourage institutions to participate
  - Al Philips will be creating a Google Doc and will share to all state Fair Share state folks to update changes to verify with COE the data
  - UMaine has lapsed – Fair Share coordinator needs to reach out and encourage UMO to update their registration-1-2 are coming Due in MA – need a call
  - Losing some folks in retirement – and need to have a lot of new people to give a little
  - We are at 22% towards our goal for the year – last year we were at 44%
  - Jessica Coronel – CT Jane recommended that she call Al Philips to look at updated info and complete to see what specific institutions
  - Jane has sent Al Philips a list of everyone in regional to be included on the call lists
  - Board Contribution – Jane will email out forms
  - A lot of discussion on the role of the board and our role in supporting COE - Fair Share July 1<sup>st</sup>

**Vice President's Report - Brianna Edwards - Reports out**, please see written report for full details if provided

- Last week Meeting – Committees are being established
  - Marketing Committee is open – if anyone is interested in
- Working in the Budget – it is a work in progress
- Working on Theme – Conference Committee open to ideas. Encourage getting it set soon. Run it by the board prior to Final
- After Thanksgiving meeting with hotel re- food
- Question booklet printing and bags –donated or who to reach out for inexpensive printing
- College President Panel – Looking for referrals and President who would be interested in attending - send me their info. RI will have a few who are interested in attending. Would like to include more
  - Invites come from the Pres of the Board.
  - State Initiative from RI to cover the cost of the panel
  - Would like to see this being an Institutional Part of the Conference and a line item in our future budget
- Brenda Messier – would like to involved in McNair – she may be interested in attending Conf.
- Would like to send out Save the Date twice – (Jan/Mar)
- Tony will be posting on Social Media info re- the conference and events

**Committee Reports**

**TRIO Day -- Joshua Gagnon** - Reports out, **see written report for details**

- All programs are involved in TRIO Day from NH
- After Thanksgiving negotiate rooms for workshops and capacity of ballroom –
- Concern for the potential overflow and how much space we will have access to – may need to adjust space, access additional space – or limit registration. 690 previously – looking at limit approx. 519
- DJ – has been set and identified
- Randy will Reach out to new State Officials and invite them to participate
- 13 Set trips – Local trips may hit two schools
  - Contracting buses
  - Sit Down Lunch or box meal prior to when they go (Cost and Busing will influence)
  - Sit Down Dinner later that day; Breakfast next morning
- Looking for potential presenters and workshops
- Date the date out on Monday – open Registration Dec 9<sup>th</sup> and college selection ranks.
- College Fair 40-50 Schools on Friday
  - Janelle and Casey will be working with us to set up possible online reg and payment
  - Premium on late registration – tack on a fee if paid late or day of
- Supervision/Staff – 1 Staff person to 10 Students. Per trip
- 2020 TRIO Day MA – do we have a person to tap for next year to tie in now so they can prep for 2020

**Alumni – Randy Schroeder**, Reports out - Please see written report for full details if provided

- NEC - Joe Kenney - Event bringing NH TRIO Alumni with Randy
- NEC Monday Dec 10<sup>th</sup>, 2018 - RI – Providence – Biltmore – Senator Sheldon Whitehouse – on Health Committee- Reauthorization. Free and easy to register. Free Breakfast 8-9:30am
- Folks Shared - You can meet some very powerful people in the room
- Melissa Goyait shared her experience in NH and how important attending these events helped her on issues related to expanding NH FA fight.
- Jane Kimball Foley - Shared her experience – Maine hasn't had any in a long time.

**NEOA Achiever – Brian Post** - Absent, see written report for details if provided

- Looking for readers – ideas on who might be a good person to include

- Brianna Edwards has three individual to refer

**Development – Reggie Jean, Absent, see written report for full details**

- Rick reported for him
- ASA Asked to contribute again this year-expect that they will
- Auction Online and Live – getting put together
- Make sure Develop Committee and Conference Committee to share who has been asked and for what – so everyone knows what is happening.

**Advocacy: Legislation & Education/State Initiatives– Sarah Morrell, Reports out, see written report for full details if provided**

- Great Sate Leadership yesterday
  - Prep for Policy Seminar – Getting ready for the meeting and in light of all the new members and prepping NOW – outreach with written materials and in persona meeting in the district
  - What is the useful info to share, state initiative for support to update the materials, brochures, on our website and COE
  - Set up Visits ASAP, how things work when people arrive – in DC
  - Paper and Electronically to get info to Stephanie
- Working with Casey for updated State Initiative forms online and will email to states

Membership update

- 178 Renewed Members
- 141 Paid Members

**Technology – Casey Henderson, Absent, see written report for details if provided**

- Planning MEEEOA
- SSS Event 11-27<sup>th</sup> registration in up –
  - Is it being recorded? Mary Kate Barbosa – possible audio? Was asked–unsure
  - Lucy Jones will be doing a Pre Conference in San Diego
    - Many shared - Well worth your time
- Website update NEOA
- TRIO Day Planning Committee and Conference Committee

**Professional Development– Karen Madden Absent, see written report for details**

- SSS – Event 49 People Registered. Is there a CAP? Unsure
- EOC 2 day PD day Nov 1-2 ; well attended 40ish, CT. Folks who attended enjoyed it
- Planning for PD – Contact Karen – follow process

**Public Relations – Anthony Staffiere Reports out, see written report for details**

- Request for events TRIO Day/Conference –press kits, logo, doc's, promo, Save things as jpeg
- Press Kit – We will go after local media. Had decent coverage TV – in Maine events
- If there are any Heavy Hitters who are speaking – let Tony know ASAP - this will allow for Tony to talk with their folks to set up prior to the event to coordinate and not duplicate the work
- If you have a Press Release or need one written Tony can do it –or use it

**Newsletter/Retiree – Elaine - Absent - see written report for details**

**Newsletter**

- Newsletter was sent out this week
- Discussion yesterday as to an individual who is having access to the newsletter but who isn't a member – will

look at policy and consider posting on webpage – also could be accessible for archive purposes – will need to consult with Casey Henderson

**Retirees**

- Elaine is working on the contacting and pooling the info, reaching out

**STATE REPORTS**

**CT – Chrystie Cruz Absent** – Absent - Jessica Coronel - Reported out

- State Conference was in October 52/48 Attended – Conference –
  - Silent Auction for Fair Share \$329.00 – Match or add too - Donation
  - 2 people 10/10 Fair Share Donations
- Working with Kim Jones to write congratulations letter to the folks who are returning or won new seats
- Working with Kim Jones on preparing for a capitol visit with students who cannot attend Policy
- Looking for ideas as to what other states are doing to recruit members to participate in Fair Share

**ME – Mary Kate Barbosa** - Reports out, **see written report for full details**

- 4 individual in Leadership Institute
- Jan 7-8 Conference in Maine (MEEEOA)
  - Reaching out to newly elected official – inviting them State Conference
- First Gen Event at UMPI, entire President Council and satellite center and many staff – are all First Gen.
- Sent letter to directors in Maine – focus on supporting the folks who support TRIO. Don't lose site of the support of what is happening regarding
- Maine Board – Leadership participants are playing part of our board

**MA – Andrea Dawes** - Absent – **please see written report for full details**

- Held 34<sup>th</sup> State Conf Oct 19<sup>th</sup> 100 people attended –
- MEOA – members shadow executive board and considering board roles
- Planning on Writing Spraggins grant advocacy grant 2019

**NH –Chris Lee** - Reports out – please see written report for full details if provided

- Annual Conference 12<sup>th</sup> Oct, well attended
- Fund raising, Financial state of NHEOA, Considering Fair Share for our state Association
- Looking at Policy Seminar Alums
- Grand opening for new space – Local/State officials attended
- Attended COE's Exec Leadership Institute

**RI – Chuck Youn**, Reports out, **see written report for full details**

- Chuck Attended COE's Exec Leadership Ins – along with Andrea and Chris –
- Discussed at the State Meeting yesterday – Kim Jones did a session on how Government/Legislation 101 – broke down how the system works and how it impacts NEOA. Came in blindly, didn't know how to advocate for students at a national level. Kim posted her presentation on COE site

**VT – Sue Polen**, Absent – please see written report for full details if provided

- Rick Williams – VT State meeting 79 Participant
- Award given to a former VEOP – VSAC student (Tabitha) President of NAACP – will be presenting for NEOA Achiever consideration this year
- Created New Web page – Check it out
- Looking at ways to give out more scholarship funds. Currently use Conference finds to award one scholarship per program each year

Old Business –

- None

New Business –

- Next meeting – look at awards – Pell Award, Shirley Chisom, Marion Belgrade – info on website – nominations to next meeting
- Recently two board members and NEOA members – lost people in their lives – reaching out with cards - Please let membership and board know so we can take the time reach out and offer our support
- June Meeting to be scheduled by next meeting

Adjourn for today -

**Motion by Melissa Goyait-** To adjourn

**Second by: Jessica Coronel**

**Motion passes:** unanimously at **11:06 am**

2018-2019 NEOA Board Members

VOTING MEMBERS – Thursday 11-15-18

OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
<b>Executive Board:</b>				
President:	Stephanie Cruz	1	X	
Past President:	Jane Kimball Foley	2		X
President-Elect:	Rick Williams	3	X	
Vice-President:	Brianna Edwards	4	X	
Treasurer:	Janelle Humphrey	5	X	
Secretary:	Teri Mann	6	X	
<b>State Presidents:</b>				
CT	Chrystie Cruz	7		X
ME	Mary Kate Barbosa	8		X
MA	Andrea Dawes	9		X
NH	Chris Lee	10	X	
RI	Chuck Youn	11	X	
VT	Sue Polen	12		X
<b>State Liaisons:</b>				
CT	Jessica Coronel	13	X	
ME	Dori Felman	14		X
MA	Mona Savastano	15		X
NH	Salina Taylor	16	X	
RI	Frangely Rojas	17	X	
VT	Monda Kelly	18		X
<b>Standing Committees Chairs:</b>				
Alumni Relations	Randy Schroeder	19	X	
Development	Reggie Jean	20		X
Finance	Melissa Goyait	21		X
Legislation & Education	Sarah Morrell	22	X	
Membership	Steve Visco	23	X	
Technology	Casey Henderson	24		X
Professional Development	Karen Madden	25		X
Public Relations	Anthony Staffiere	26	X	
TRIO Day	Joshua Gagnon	27	X	
Nominating	Jane Kimball Foley			



COUNT OF VOTING MEMBERS PRESENT			15	
NON-VOTING MEMBERS				
<b>Co-Chairs</b>				
TRIO Day Co-Chair	Randy Schroeder			
Development Co-Chair	Ray Gonzalez	1		X
<b>Ad Hoc Committees:</b>				
NEOA Achievers Awards	Brian Post	2		X
Newsletter & Retiree Comm.	Elaine Leavitt	3		X
COUNT OF NON-VOTING MEMBERS PRESENT			0	3

**Total Voting Members: 15 -- Late Arrival: 0**

**Non-Voting members present: 0**

**Quorum Established: 15/27 at 4:45 PM**

**Full attendance during meeting total: 15/30 for the meeting**

VOTING MEMBERS - Thursday 11-15-18

OFFICER/CHAIRPERSON	NAME	Voting	Present	Absent/Late
<b>Executive Board:</b>				
President:	Stephanie Cruz	1	X	
Past President:	Jane Kimball Foley	2	X	
President-Elect:	Rick Williams	3	X	
Vice-President:	Brianna Edwards	4	X	
Treasurer:	Janelle Humphrey	5	X	
Secretary:	Teri Mann	6	X	
<b>State Presidents:</b>				
CT	Chrystie Cruz	7		X
ME	Mary Kate Barbosa	8	X	
MA	Andrea Dawes	9		X
NH	Chris Lee	10	X	
RI	Chuck Youn	11	X	
VT	Sue Polen	12		X
<b>State Liaisons:</b>				
CT	Jessica Coronel	13	X	
ME	Dori Felman	14		X
MA	Mona Savastano	15		X
NH	Salina Taylor	16	X	

RI	Frangely Rojas	17	X	
VT	Monda Kelly	18		X
<b>Standing Committees Chairs:</b>				
Alumni Relations	Randy Schroeder	19	X	
Development	Reggie Jean	20		X
Finance	Melissa Goyait	21	X	
Legislation & Education	Sarah Morrell	22	X	
Membership	Steve Visco	23		X
Technology	Casey Henderson	24		X
Professional Development	Karen Madden	25		X
Public Relations	Anthony Staffiere	26	X	
TRIO Day	Joshua Gagnon	27	X	
Nominating	Jane Kimball Foley			
COUNT OF VOTING MEMBERS PRESENT			17	
<b>NON-VOTING MEMBERS</b>				
<b>Co-Chairs</b>				
TRIO Day Co-Chair	Randy Schroeder			
Development Co-Chair	Ray Gonzalez	1		X
<b>Ad Hoc Committees:</b>				
NEOA Achievers Awards	Brian Post	2		X
Newsletter & Retiree Comm.	Elaine Leavitt	3		X
COUNT OF NON-VOTING MEMBERS PRESENT			0	3

**Total Voting Members: 17 -- Late Arrival: 0**

**Non-Voting members present: 0**

**Quorum Established: 17/27 at 9:03 am**

**Full attendance during meeting total: 17/30 for the meeting**

**Submitted for review: 11-19-18 by Teri Mann**